APPENDIX 2 TO ANNEX C: SITUATION REPORT GUIDELINES

C-2-1. GENERAL

The Office of Emergency Transportation depends heavily on its core of regional and headquarters crisis emergency managers to provide time sensitive information on the status of the transportation infrastructure following a disaster. Regardless of the type of incident, the information guidelines for submitting data in a timely, informative, and non-technical manner for inclusion in the DOT situation report (SITREP) transcends all modes of transportation. When preparing your information, remember the reporter's maxim: Who, What, Where, When, Why, and How. Use these to assist you in providing incident specific details in your report. The information should be written into small text paragraphs, in bullet format to allow for rapid, direct incorporation into the summary disaster SITREP. Do not provide the text in all capital letters..

C-2-2. INFORMATION CATEGORIES

The information in the following list should be used as guidelines to reduce the requests for additional information to complete the situation report during a disaster. The categories are those used in the DOT situation reports.

a. Category **GENERAL**
- **Exactly what happened and when.**
- **Use a 12 hour clock.** When referring to specific times, use the 12 hour clock, not 24 hour. Specify the time zone (e.g., EDT, PST)
- **Exact location(s) of the event.** Provide the exact location of the incident. The distance to and direction from the nearest major city is important. Do not use mile markers, mile posts or other similar measuring points alone, as they have no meaning to our audience.
- **Damage information**. Provide an early general damage assessment to building, utilities, critical facilities, industry (transportation and non-transportation). Power outages? Loss of water supplies?
- **Evacuation information**. In order to protect lives, were evacuations needed? How many people estimated to be involved? How wide an area is involved? Any idea of how long the evacuation will last? Did DOT assist?
- **Deaths/injury information.** When available, provide information on related deaths, injuries or missing people. Indicate if this is confirmed data or just data reported by the news media. If this is a multi-State occurrence, provide the numbers by State.
- **Hazardous materials involvement.** Was there a hazardous material involved in this incident? What was it? What is the impact? Who is working the problem? This information could perhaps be shown under DOT actions and/or Transportation impacts depending on the nature of the event.

- **Federal and State emergency declarations.** Has the President or Governor declared an emergency? What area is covered? Is a request for Presidential declaration expected?
- **Federal Response Plan (FRP) Activation.** Has FEMA activated the FRP? If so, what facilities (ROCs, DFOs, EOCs, etc.) have been activated and where?
- **Provide any additional general information about the incident or the location that we could include in the General section of the report.** Provide any background information you have. Not everything can be used, but it may be useful for special SITREPs to the White House and others.

b. Category: **DOT Actions** Update this information routinely to properly reflect ongoing efforts.
- **What are DOT employees (headquarters and regions) doing to assist?** How many people are involved. If several agencies are helping out, indicate who they are and the number of people. Include routine work efforts performed in support of this disaster, such as search and rescue efforts, aerial overflight information, etc. Are any DOT-owned facilities affected and how? Have any controls been imposed by DOT elements (temporary flight restrictions)?
- **What funds can be provided to assist in the recovery effort?** Is there a need to obtain a supplemental appropriation? Provide details.
- **ESF-1 activation/actions.** Has DOT/ESF-1 have activated and, if so, where? What staffing has been provided (numbers and agency)? Have mission assignments been received? If so, for what actions and how much funding? How long is ESF-1 activation expected to last?
- **Senior management going to the disaster area.** Notify OET if any Administrator or a representative is going to the disaster site. Indicate:
  - Who is going from DOT (and other related Federal agencies, if known)?
  - How they are going?
  - When are they going and for how long? Can we get an itinerary?
  - Purpose of the trip.
  Notify OET immediately if the trip dates/times change.
- **Don't use agency specific or mode technical terms, jargons or abbreviations.** Use the disaster reports to educate people in the Department. Explain about the "technical doings" to give a better insight into what you do and how, but don't include agency specific abbreviations or terms. Remember that space consideration is a factor so be specific and brief. Also keep in mind that the crisis reports are going to other Federal agencies and industry too, so we can't be too "jargon specific."

c. Category: **Transportation Impact –** For all transportation modes report the name/type of facility/resource involved. If you indicate a transportation facility (port, airport, waterway, highway, etc.) as being disrupted or closed, you MUST continue to report on it until it is back in service (open) or a long term alternate arrangement made? If the closure of the facility will have an economic impact on the area, describe

the impact and its likely duration. Provide specific locations of closures by geographic , e.g., three miles south of San Diego (show location to closest major city or town).If an incident involves several states, divide the data by State. This is important because of Congressional inquiries and offers of assistance.

- **Highways** – What facilities are affected? Are they Interstates, U.S. routes, state, routes, etc? Provide route numbers. Generally, lane closures need not be reported. The main concern in reporting highway information is for major road closures such as Interstate highways, National Highway System roads, or critical north-south/east-west arteries. Are detours in effect.
- **Airports** - What major aviation facilities are affected by this transportation related disaster? How significant is the airport? Is it a major airport or a local general aviation airport? What is its official name? How many aircraft operations (commercial, in particular) are affected? What is the impact? Provide details on the impact. For example, does the tower or ARTCC being down cause the airport to close or extensive delays? How long is the airport or facility expected to remain closed? If construction is needed, what is the estimated completion date? Is the transportation disruption a small nuisance or is it having a serious effect on transportation?
- **Pipelines** – What pipeline facilities are seriously affected? How large is it? What is the problem and what is being done? Who is in charge? Identify pipeline closures subject to Federal jurisdiction.
- **Rail** – What major rail mainlines or other facilities are closed? How significant is the rail line? What is the daily traffic? Provide specific locations of closures by geographic area, e.g. entire mainline between Anchorage and Fairbanks. Is it a passenger or freight line? If a railroad bridge is affected, is it over wate or a roadway. Do not report rail substations unless they are critical links to north/south or east/west traffic. Are detours in effect?
- **Marine** What facility is affected by this transportation related disaster? How large is it? What waterway is affected and near what large city? If it is a port, what is the official port name? Does the port have multiple waterway or landside accesses? Are they affected? What is the impact? Provide details on the impact, if known. Give a best estimate of when the waterway might open. If a river bridge is out, is ferry service being provided? How and by whom? Is the transportation disruption a small nuisance or is it having a serious affect on transportationTransit
- **Transit** – What transit facilities are affected? What is the transit company's official name? How large is the area serviced? How many passengers are affected? Were any vehicles destroyed, damaged or isolated? If it is a commuter rail or rail transit line, where are the affected origin/destination points. Are detours in effect?

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